

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **71**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: Division of Resource
Management - Milford

Internship Track: **71**

Hours/Schedule:

Flexible

Duration:

Full Semester

Position Description:

This position is designed to give students a realistic preview of a role of a Project Manager in the construction industry. Interns will typically support one or more experienced Architects or Engineers in performance of assignments, spend time shadowing actual operations, and have unique assignments that support larger projects as well as experience the day to day workings of an engineering office.

Responsibilities/Major Duties:

- Architectural/Engineering Interns will work on projects throughout the Department of Correction and assist Project Managers in any of the following areas:
- Preparing construction documents consisting of drawings, specifications and cost estimates for construction or maintenance projects.
- Research and the collection of data for the preparation of architectural/engineering design development or environmental reports and studies.
- Monitoring and documenting changes in scope of work during design and/or construction of projects.
- Conducting field investigations in order to gather information needed to resolve construction, maintenance, environmental or safety problems.
- Reviewing applications for licenses or permits for projects.
- Reviewing construction and service contract payment estimates and/or invoices for labor, materials, equipment and supplies.
- Inspecting construction operations to ensure work is being performed according to the contract drawings and specifications.
- Inspecting maintenance and repair work.
- Performing related duties such as writing memoranda, letters or general reports; collecting and correlating project data; maintaining records; and operating technical equipment.
- Preparing environmental compliance and permitting documentation; including groundwater, stormwater, air, noise, wetlands, wildlife, climatology, hazardous materials and waste.
- Assists in the inventory of existing equipment and archiving of record documents.

Preferred Qualifications:

- Familiarity with AutoCAD.
- Proficiency with Microsoft Office with strong skills using Excel.
- Excellent analytical skills are essential.
- Applicants must have completed one (1) year of a degree program in a related construction field, i.e. Architecture, Mechanical Engineering, Civil Engineering or Construction Management.
- Applications must be enrolled full time in a degree program for Fall 2018.

How to apply:**Mail Internship Application to:**

Maurice Cameron
508 Maple Street Suite 2
Milford, MA 01757
508-422-3648

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.